

**Montana Association of School Business Officials**

The following list is intended to serve as an employment and communication tool. The district clerk should review this with the district superintendent and board chair each year following the organizational meeting in May. This list is not conclusive and many other duties may be added. Upon completion of the duty inventory, there should be no misunderstanding of who is expected to do which duty. This list can be incorporated into various job descriptions.

<b>Board Meetings</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Attend all Board meetings					20-3-321, MCA
2. Record the minutes of all meetings and transactions					20-3-321, MCA
3. Notify Trustees of meetings					
4. Provide orientation of new Trustees					
5. Develop the Board agenda					
6. Distribute Board agenda					
7. Provide appropriate data for agenda					
8. Provide minutes for media					
9. Inform staff of Board procedures					
10. Provide notice for all meetings of the board including committee meetings					
11. Schedule budget hearing					
<b>Policies of the Board</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Advise on financial and budgetary policies					
2. Evaluate business related policies					
3. Maintain policy manual					
4. Annual review of policy manual					
<b>Accounting Management</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Maintain records of all funds as required by law					
2. Maintain records of all receipts and disbursements					
3. Write warrants for all approved claims					
4. Co-sign all operating fund checks					20-9-221, MCA
5. Prepare claims					
6. Prepare payroll					
7. Deposit funds					
8. Maintain records of student activity funds					

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9. Sign student activity fund checks					
10. Reconcile County Treasurer statements and bank statements					
11. Maintain records of all Grant funds					
12. Recommend accounting systems and equipment					
13. Recommend personnel for accounting					
14. Apply for Grants					
15. Encumber expenditures & liabilities					
16. Reconcile Fund 15 Misc. Programs					
17. Reconcile Student Activity Fund					
<b>Technology</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Recommend systems and programs for business functions					
2. Prepare forms for use by system					
3. Operate system for payroll					
4. Operate system for accounts payable					
5. Operate system for fund accounting					
6. Operate system for inventory & update annually					
<b>Pupil Accounting</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Maintain permanent record of all students					
2. Maintain register of all pupil attendance					
3. Complete enrollment reports					
4. AIM Reporting					
<b>Auditing</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Perform pre-audits or internal auditing procedures					
2. Perform post-audits responsibilities					
a. Respond to audits recommendations					
3. Recommend required audits to schedule					

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<b>Cash Management and Debt Service</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Recommend investment of funds					
2. Notify County Treasurer of investments					
3. Maintain Bond and Note register					
4. Maintain register of Bond maturities and debt payments					
5. Budget for debt service payments					
6. Provide for payment of principal and interest					
7. Maintain petty cash and stamps					
<b>Financial Planning</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Prepare budget					
2. Provide financial information for budget preparation					
3. Provide receipt estimates - must be knowledgeable in tax levies and other resources					
4. Monitor the budget - notify budget directors and trustees of budget balances, etc.					
5. Maintain fiscal relationships with other governmental entities					
6. Prepare financial and statistical reports for administration and school board					
<b>Personnel Management</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Recruit personnel for positions in business functions					
2. Maintain permanent records of all district employees					
3. Provide information relative to working conditions, benefits, policy and procedures					
4. Maintain records of sick leave, vacation, leaves of absence, etc.					
5. Maintain individual earnings records and payroll withholding records					
6. Maintain personnel files following guidelines					
7. Maintain records of teacher certification					
8. Obtain substitutes and part-time employees as needed					
9. Co-sign personnel contracts					
10. Provide for in-service training					
11. Staff evaluations					

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12. Filing of evaluations					
13. Process Worker's Comp. issues					
14. Process Unemployment issues					
<b>Purchasing and Supply Management</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Serve as purchasing agent for district					
2. Develop specifications for supplies and equipment					
3. Call for bids per legal requirements					
4. Provide purchase order forms					
5. Maintain central stores					
6. Approve purchase orders to determine budget authorization					
7. Develop purchase order procedures					
8. Organize staff committees to develop specifications and standards					
9. Dispense general supplies					
10. Maintain warehousing, receiving, storage and delivery services					
11. Conducts and maintains inventory records and fixed assets					
12. Deal with vendors					
<b>Facility Management</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Maintain records of leases, rights-of-way and easements					
2. Manage rental of school owned facilities, gyms, classrooms, etc.					
3. Collect fees for rentals					
4. Notify appropriate school personnel of building use					
5. Manage auditorium stage crews					
6. Maintain record of after-school use of buildings					
7. Develop procedures for use of buildings, rental fees, etc.					
8. Recommend and manage disposal of obsolete equipment					



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5. Develop bus routes and schedules					
6. Negotiate contracted bus service					
7. Recruit personnel					
8. Provide for maintenance and inspections					
9. Provide for driver in-service training (10 hour training rule)					OPI Trans
a. Keep training documentation					
10. Collect fees (if applicable)					
11. Complete and file reports to state agencies					
12. Oversee compliance with drug testing mandates					
13. Bus scheduling					
<b>Operation and Maintenance of Physical Plants</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Recommend maintenance policies and standards					
2. Schedule and allocate funds and personnel					
3. Recommend replacement and remodeling					
4. Inspect and evaluate services					
5. Recruit personnel					
6. Provide for in-service training					
7. Maintain record of utilities					
8. Maintain record of construction					
9. Negotiate with contractors and engineering services					
10. Maintain current Material Safety Data Sheets (MSDS)					
<b>Negotiations</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Serve on management team when needed					
2. Prepare pertinent fiscal data for management team					
3. Record minutes of negotiation sessions as needed					
4. Shares proper information with employee unit					

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<b>Elections</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Be election administrator or designate an election administrator					13-1-101, MCA
2. Post notices of election					
3. Prepare ballots for elections					
4. Notify cert. election judges & clerks					
5. Compiles information to provide for certification of election returns					
6. Provide supplies for elections					
7. Provide financial information for levy and bond elections					
8. Publish notice of Trustee election					
9. Follow election law using Election Handbook guidelines (due to the numerous duties for the election process)					13-1-101, MCA
10. Appoint assistant election administrator if needed					MASBO Election Manual
11. Do the resolution to call the election					
<b>Records Retention</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Provide security and preservation of records and documents					
2. Maintain storage files (according to Records Retention Schedule)					20-3-325, MCA
3. Recommend disposal of records					
4. Prepare required legal advertisements & public notices					
5. Comply with laws regarding records disposal					
<b>Public Relations</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Assist the trustees in interpreting presenting and planning school financial programs					
2. Prepare materials for distribution					
3. Release information to press, radio & other media					
4. Address civic organizations, parent, faculty, and employee groups					

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5. Recommend written policy for process in communicating with the media					
<b>Office Management</b>	<b>Clerk</b>	<b>Clerk/Supt Team</b>	<b>Supt.</b>	<b>Other/Name</b>	<b>Comments</b>
1. Supervise clerical and accounting staff in business office					
2. Recruit staff					
3. Provide for in-service training					
4. Coordinate central business office with clerical staff in other departments or buildings					
5. Establish procedures for record keeping					
6. Purchase supplies and equipment within budgetary allocation					
7. Provide for security of records					